



NATIONAL TRAINING CENTER

Protective Force Training Department

Standard Operating Procedure

Title:	Armorer Certification
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Revision:	0

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REVISION HISTORY

Rev. No.	Effective Date	Description of Revision
0	08/01/08	Original procedure approved

1.0 PURPOSE AND OBJECTIVE

The purpose of this standard operating procedure (SOP) is to identify the process for certifying, recertifying, and updating the skills of the armorers at U.S. Department of Energy (DOE) sites. The objective of this SOP is to establish firearm maintenance uniformity across all DOE sites.

2.0 SCOPE

This SOP outlines the responsibilities applicable to personnel at the National Training Center (NTC) in the granting of certifications and providing refresher training for DOE armorers.

3.0 CANCELLATION

This is an original SOP.

4.0 REFERENCES

- 4.1 DOE Order 414.1C, Quality Assurance
- 4.2 DOE Manual 470.4-3 Chg 1 (or current), Protective Force
- 4.3 LFR-102, Armorer Certification Course
- 4.4 LFR-105, Armorer Certification Specialty Course

5.0 DEFINITIONS

- 5.1 CERTIFICATION. Initial armorer training needed to perform duties as a DOE site armorer.
- 5.2 RECERTIFICATION. Site armorer evaluation performed every 2 years. Armorer factory currency, recordkeeping, and troubleshooting duty firearms are evaluated.
- 5.3 REFRESHER TRAINING. Armorer training to be undertaken when the site adds a firearm into their inventory. This firearm may have been one the armorer was previously trained on but was not part of the site's duty inventory.

6.0 POLICY

It is NTC policy to establish procedural uniformity for armorer certification, refresher training, and recertification. This policy will enable the NTC to maintain high standards of accountability, reliability, and safety for the certification and recertification of DOE armorers.

7.0 RESPONSIBILITIES

7.1 DOE/NTC Director

- 7.1.1 Ensures this document is available to all DOE/NTC staff.

NON-PROPRIETARY INFORMATION

This SOP was prepared by the Protective Force Training Department and is scheduled for annual review in June 2009.

- 7.1.2 Requires DOE/NTC staff to read and adhere to this document, as appropriate to their area(s) of responsibility.

7.2 NTC General Manager

The NTC General Manager is responsible for ensuring the activities that are conducted at the NTC comply with the requirements of all applicable regulations and this SOP.

7.3 NTC Protective Force Training Manager

The Protective Force Training Manager is responsible for ensuring all of the requirements associated with armorer certification, recertification, and refresher training are followed at the NTC.

7.4 NTC Armory Staff

- 7.4.1 Instructs course LFR-102, Armorer Certification.
- 7.4.2 Reviews and evaluates pretests.
- 7.4.3 Evaluates student performance, and awards initial certification.
- 7.4.4 Schedules recertification and refresher training.
- 7.4.5 Evaluates armorer performance and site armories.
- 7.4.6 Provides student certificate information to NTC Registration staff.
- 7.4.7 Reviews all certificates for accuracy.
- 7.4.8 Distributes initial certificates to students.
- 7.4.9 Maintains documentation and records.

7.5 NTC Evaluator

NTC personnel that are qualified to conduct instruction and evaluations must have current NTC Instructor certificates, current NTC Armorer certificates, and current factory certifications for the duty firearms that are instructed and evaluated.

7.6 NTC Registration Staff

- 7.6.1 Registers and enrolls students in course LFR-102, Armorer Certification.
- 7.6.2 Records student final grade in Plateau database.
- 7.6.3 Completes certificate information, prints certificates, and obtains signatures.
- 7.6.4 Mails recertification certificates to armorers.

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8.0 OPERATIONS

8.1 Certification

- 8.1.1 The DOE site will send the name of the potential armorer to the NTC Registration Department for registration pending completion of prerequisites.
- 8.1.2 Registration staff will register the student and send them the prerequisite lessons for course LFR-102, Armorer Certification. The student must review and complete the test for each lesson and return them to the Registration Department at least 10 days prior to the beginning of the class.
- 8.1.3 The Armory staff will grade the returned tests. If the student achieves the minimum score (80 percent) needed to meet the prerequisites, they will be enrolled in the course at that time. If the student fails, they will be notified by the Armory staff and allowed to try again. If they fail a second time, Registration staff will notify the DOE site point-of-contact that registered the student and the student will not be enrolled for the course at that time (but may apply for the next course offering).
- 8.1.4 The student must adhere to the NTC course attendance policy when attending LFR-102 and meet the minimum score (80 percent) for each firearm to receive certification.
- 8.1.5 The Course Instructor will provide Registration with a course roster and the information needed to generate the initial certificates.
- 8.1.6 Registration will prepare the student certificates and acquire the appropriate signatures for distribution by the instructor.

8.2 Recertification

- 8.2.1 The Armorer requesting recertification must coordinate with the NTC Armory at least 3 months prior to the expiration of their current certification. The NTC Armory will ask the requesting Armorer to complete form ARMF-RC004, Armorer Certification Record (Appendix A). This form identifies factory armorer currency training dates and requested recertified firearms. The requesting Armorer can only be recertified on firearms for which they have previously been trained.
- 8.2.2 The NTC Evaluator will use form ARMF-RC001, Armorer Recertification Checklist, to conduct the following observations for all firearms for which recertification is being requested:
 - Individual armorer during normal duty assignments,
 - Individual armorer troubleshooting problems in the duty firearms using established procedures and/or factory manuals, and/or
 - Site facilities and/or site documentation provided by individual requesting recertification.

ARMF-RC001, Armorer Recertification Checklist, is provided as Appendix B to this SOP.

NON-PROPRIETARY INFORMATION

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- 8.2.3 When the requesting Armorer has successfully met all of the recertification requirements, the NTC Evaluator will sign forms ARMF-RC001 and ARMF-RC004. The Evaluator will provide copies of the forms to the requesting Armorer and mail copies to their supervisor, and the originals will be filed at the NTC Armory. Registration will receive a copy of ARMF-RC004 only.

NOTE: The NTC Evaluator may recertify any requesting Armorer who successfully meets all requirements, regardless of the length of time since their last (re)certification.

- 8.2.4 Upon receipt of ARMF-RC004, Registration will prepare the individual recertification certificate, obtain verification of certificate accuracy from the NTC Evaluator, acquire the appropriate signatures, and mail the certificate to the requesting Armorer. ARMF-RC004 will serve as proof of successful recertification prior to receiving the official certificate from the NTC Registration Department.
- 8.2.5 If the requesting Armorer does not meet the requirements for recertification, ARMF-RC001 will indicate the failed area(s) and recommendations for remediation. If the requesting Armorer fails a second attempt, they will be required to complete LFR-102, Armorer Certification, successfully in order to be certified.
- 8.2.6 If the site Armorer misses their recertification date, they will no longer be certified to perform armorer duties. The requesting site is responsible for coordinating and scheduling the recertification through the NTC Armory. Recertification will be granted when the requesting Armorer meets the recertification requirements listed above.

8.3 Refresher Training

- 8.3.1 Refresher training is available to DOE sites as needed (e.g., when a firearm in which the site Armorer has been trained during their initial certification course is added to their duty inventory, when there are new repair or maintenance technologies for existing firearms, etc.).
- 8.3.2 The requesting site must contact the NTC Armory to schedule refresher training. Refresher training can be performed at the site, at the NTC live fire range, and/or during the Armorers Policy Panel meeting if a facility and proper equipment are available. Only approved LFR-102 lesson plan(s) will be used to perform refresher training.
- 8.3.3 Successful completion of the refresher training will be recorded using ARMF-RC004, Armorer Certification Record, and the form will be forwarded to the NTC Registration Department to generate an updated recertification certificate.
- 8.3.4 Upon receipt of ARMF-RC004, Registration will prepare the individual recertification certificate, obtain verification of certificate accuracy from the NTC Armory Instructor, acquire the appropriate signatures, and mail the certificate to the requesting Armorer. ARMF-RC004 will serve as proof of successful refresher training prior to receiving the official certificate from the NTC Registration Department.

NON-PROPRIETARY INFORMATION

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8.4 Recordkeeping

8.4.1 The Armory staff will document and maintain records of individual and site certification activity as follows:

- Initial Certification: The NTC Armory will file all original course test documents and a copy of the signed initial certification certificate. The documents will stay on file until updated by a recertification.
- Recertification: The NTC Armory will file forms ARMF-RC001 and ARMF-RC004 and a copy of the Recertification Certificate. The documents will stay on file until updated by a recertification.
- Refresher: The NTC Armory will file form ARMF-RC004 and a copy of the Recertification Certificate. The documents will stay on file until updated by a recertification.

8.4.2 If no recertification has been conducted, armorer records will be removed from the file 3 years after the scheduled recertification due date.

9.0 APPENDICES

A – Armorer Certification Record (ARMF-RC004)

B – Armorer Recertification Criteria Checklist (ARMF-RC001)

NON-PROPRIETARY INFORMATION

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APPENDIX A – ARMF-RC004, ARMORER CERTIFICATION RECORD

Certificate Type	<input type="checkbox"/> Initial	<input type="checkbox"/> Recert	<input checked="" type="checkbox"/> Refresh			
Armorer Name				Date		
Initial Cert. Date				Recert. Due		
Address				Evaluator		
				Supervisor		
				Address		
Email						
Phone						

Current Duty / Contingency Firearms	NTC Trng	Factory Training (last date attended)	Cert Request "X"	Certified by Initials
Colt, M4 or equivalent	LFR-102		3	
Colt M203	LFR-102		3	
Sig Sauer Pistols	LFR-102		3	
FN M240	LFR-102		3	
FN M249, MK46, MK48	LFR-102		3	
Remington 870	LFR-102		3	
Remington 78, 700 (Bolt Rifle)	LFR-102		3	
Glock Pistols	LFR-102		3	
Knights SR25			n/a	
Barrett M95, M82			2	
Springfield M1A/M14	LFR-105		n/a	
HK 69			n/a	
HK 416			3	
HK MP5			n/a	
HK GLM			n/a	
MK47, MK19, GMG				
M2HB/QCB			3	
Milkor			4	
M134 minigun				
AR-10				

The individual has been certified for the firearms marked in the "Certified By Initials" column.

Comments:

CC:
 Armorer
 Supervisor
 Registration
 NTC Armory

Evaluator: _____
Signature

ARMF-RC004-03

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APPENDIX B – ARMF-RC001, ARMORER RECERTIFICATION CRITERIA CHECKLIST

Crit #	Site:	Yes	No	DOE Req'ment	Best Practice	See Comments
	5.1 MAINTENANCE/TROUBLESHOOTING					
5.1.1	Perform proper function checks.			x		
5.1.2	Perform disassembly.			x		
5.1.3	Inspect / evaluate parts for wear, damage, unauthorized modifications.			x		
5.1.4	Perform re-assembly.			x		
5.1.5	Perform function check after assembly.			x		
5.1.6	Perform trigger pull test.			x		
5.1.7	Demonstrate proper use of tools.			x		
5.1.8	Demonstrate proper use of gauges.			x		
	5.2 FIREARMS RECORDS					
5.2.1	Is there a record for each firearm			x		
5.2.2	Does each record contain the following information:			x		
	Name of Manufacturer			x		
	Model			x		
	Serial Number			x		
	Inspection Dates			x		
	Nature and date of any repair			x		
5.2.3	Does the record reflect any unusual occurrence				x	
5.2.4	Does the record reflect any subsequent inspections				x	
5.2.5	Does the record reflect any test firing				x	
5.2.6	Does the record reflect parts replaced				x	
5.2.7	Does the record reflect semi-annual inspections (Annual ESS)			x		
5.2.8	Does the record reflect the manufacturer's minimum trigger pull requirements				x	
	5.3 ADMINISTRATION PROCEDURES					
5.3.1	Demonstrate proper use of written procedures and technical specifications			x		
5.3.2	Explain proper tag-out and segregation			x		
5.3.3	Explain proper separation storage requirements between live and ESS			x		
5.3.4	Currency in factory requirements weapons available for use			x		
5.3.5	Knowledge of all firearms in inventory			x		
Comments/ Recommendations						
Date: _____						
Evaluator: _____						
ARMF-RC001-02						

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